

18 February 1963

MEMORANDUM FOR THE RECORD

Subject: Discussions with [] on 14 February 1963

1. On 14 February, I discussed the following items with []

a. Use of Records Center Personnel at Headquarters.

In order to supplement our Staff at Headquarters I have made arrangements to periodically utilize certain personnel of the Records Center in current assignments. This will fulfill a dual purpose -- assist our Senior Staff people and serve as "on the job training" for Records Center personnel. [] is currently working with [] in his Survey of the DDR [] and will survey Building Supply Offices to determine if they have the necessary filing supplies in stock.

b. Acquisition of Elevator Files from TIME Magazine.

TIME Magazine, Chicago, has discontinued their Punch Card operations and, as a consequence, its conversion to Tape has an excess of Elevator Files. They have sold some of these to the general public at approximately [] They still have approximately 125 and they are willing to give these to the Federal Government because they can obtain a tax "write-off" from the Bureau of Internal Revenue. Through arrangements with GSA, we can acquire this equipment at no cost except for transportation. I arranged for the manager of the [] to inspect this equipment. He reports that it is in excellent condition and it would be advantageous for us to have it. As a consequence, I have reserved 5 pieces of equipment for our use. At least two (2) of these will be used by OCR Documents Division. This will provide a savings of approximately [] for OCR alone because, on 30 Jan, they had initiated a requisition for a similar piece of equipment. The other three (3) pieces of equipment will be used by the Office of Security and FDD.

c. Review of Requisitions for Specialty Filing Equipment.

I gave [] copies of two (2) memorandums relative to requisitions for Specialty Filing Equipment which were cancelled after review by this Staff. Savings amounted to approximately []

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d. Surplus Filing Equipment

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[redacted] and I visited all of the Agency's Supply Depots
[redacted] Arrangements were made for an Inventory of all Shelf
Filing Equipment and, as a result, the purchase of equipment for
OBI, Office of Comptroller and FI Staff/D have been eliminated.
In addition, requirements for other filing equipment for the Office
of the DDS and Office of Security have been satisfied from this
surplus.

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e. Rearrangement of Office Space.

[redacted] apologized for not inspecting our office space
as he had promised sometime ago. I suggested that we go ahead with
a rearrangement of our space in order to provide better facilities
for telephone coverage and for better utilization of space. He agreed.

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f. Summer Help, Records Center

[redacted] the continuation of our arrangement
of last year to have [redacted] work in the Records Center this
summer.

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